

AFS Agency/Control Agency Reports

DAILY REPORTS:

Report	Title	Ret.	Arch
1G00	Aged Open Payment Vouchers	6D	1YR
* 1G01	Fund Ledger Sum.	6D	1YR
* 1G02	Out of Sync Cash	6D	1YR
* 1G03	Daily Bank Ledger Detail	6D	1YR
* 1G04	Treasurer's Payment Report	6D	1YR
1G05B	Interagency Buyer Notice	6D	1YR
1G05S	Interagency Seller Notice	6D	1YR
1G06A	Scheduled Payment Turnaround	1C	1YR
1G06B	Scheduled Payment Turnaround	3C	1YR
1G07A	Unscheduled Payment Turnaround	1C	1YR
1G07B	Unscheduled Payment Turnaround	3C	1YR
1G08	Detail Transaction Listing	6D	1YR
1G08	OTM Detail Transaction Listing	6D	1YR
1G08	Labor Detail Transaction Listing	6D	1YR
1G09	Suspense Control Report	6D	1YR
* 1G10	Control Record Validation Report	6D	30D
1G11	J5 Input Validation	6D	1YR
* 1G13	System Balancing Proof	6D	1YR
* 1G14	Cash Overrun Report	6D	1YR
1G15	Lien/Levy Exception	6D	1YR
* 1G16	Open Accounts Payable by Due Date	6D	1YR
* 1G17	J5 Transaction for Deletion	6D	30D
1G18	Daily Check Register	6D	1YR
* 1G19	Million \$ Check Register	6D	1YR
* 1G20	Detailed General Ledger Internal Cons. Rpt	6D	30D
* 1G21	SA3 Out of Sync List	6D	30D
1G24	AD Discounts Taken/Lost	6D	1YR
1G25A	EFT Scheduled Payments	6D	1YR
1G25B	EFT Scheduled Payments	6D	1YR
1G26A	EFT Unscheduled Payments	6D	1YR
1G26B	EFT Unscheduled Payments	6D	1YR
1G28	EFT Discount Taken Lost	6D	1YR
* 1G29	Daily Electronic Funds Register	6D	1YR
1G30	EFT Voucher Not Paid	6D	1YR
1G31	EFT Tape Register	6D	1YR
1G32	Prenote Selection Logic	6D	30D
1G33	Outstanding Warrants	6D	1YR
* 1G35	AFS/AGPS RQ Exception	6D	30D
* 1G36	AFS/AGPS PV Exception	6D	30D
* 1G37	AFS/AGPS PO Exception	6D	30D
* 1G38	AGPS/AFS SA - RQ	6D	30D
* 1G39	AGPS/AFS SA - RX	6D	30D
* 1G40	Bank Account Balance Table Error Rpt	6D	1YR
* 1G41	Check Reconciliation Error	6D	1YR
* 1G42	BDS AP Failed Trans	3M	3YRS
* 1G43	Alternate View/Sys Assurance	6D	30D
1G44	Million Dollar EFT Register	6D	1YR
1G45	Capitol Outlay Interface	6D	1YR
* 1G50	Daily Ledger Review	6D	30D
* 1G51	AFS/BDS Cap. Outlay SA	6D	1YR
1G52	EFT Return Item Report	6D	1YR
1G53	J3 Capital Outlay Interface Summary	6D	1YR
1G54	Detail Trans List for FX	6D	3YRS
1G55	Daily Organization Error Report	25D	3YRS
* 1G56	Inactivated ABA Numbers/EFTT Table Chges	6D	1YR

MONTHLY REPORTS:

Report	Title	Ret.	Arch
2C00	Pool Base Summary	20D	6YRS
2C01	Pool Base Exception	20D	6YRS
2C02	Pool Base Definition	20D	6YRS
2C03	Cost Allocation Detail	20D	6YRS
2C04	Cost Allocation Summary	20D	6YRS
2C05	Cost Allocation FX Error	20D	6YRS
2C06	Cost Allocation Pools Not Allocated	20D	6YRS
2C10	LDOL Pool Base Summary	20D	6YRS
2C13	LDOL Cost Allocation Detail	20D	6YRS
2C14	LDOL Cost Allocation Summary	20D	6YRS
2C16	LDOL Cost Allocation Not Allocated	20D	6YRS
2C20	GA-14J JTPA Wide Exp/Object	30D	6YRS
2C21	GA-14 FedAid Allocation Report	30D	6YRS
2C22	GA-12 Activity Positions & Costs	30D	6YRS
2C23	GA-15 Quarterly Worksheet Report	30D	6YRS
2C24	GA-17 FedAid Bud/Exp Rpt/Object	30D	6YRS
2C25	GA-09 FedAid Bud/Exp Rpt/Object	30D	6YRS
2C26	GA-11 FedAid Bud/Exp Summary	30D	6YRS

MONTHLY REPORTS:

Report	Title	Ret.	Arch
2G00	Exp/Rev Org Responsibility	25D	6YRS
2G01	Agency Trial Balance	25D	3YRS
2G02	Agency Transaction List	25D	6YRS
2G03	Agency Warrants List	25D	6YRS
2G04	Balance Sheet	25D	3YRS
2G05	Statement of Revenues & Expend/Expenses	25D	3YRS
2G06	CAFR-Fund Genled Balance	25D	3YRS
* 2G06A	CAFR-Admin Fund Trial Balance	25D	3YRS
2G07	Fund Ledger Detail	25D	3YRS
* 2G08	Monthly Interest Allocation	25D	3YRS
* 2G11	Count T/C DS & Deposit by Bank	25D	3YRS
* 2G12	Count T/C DS & Deposit by Agency	25D	3YRS
2G13	Monthly Bank Ledger	25D	3YRS
2G14	Program Organization Responsibility Report	25D	6YRS
2G15	Appropriation Report	25D	6YRS
2G16	LA Organization Responsibility	25D	3YRS
2G17	Revenue Summary Report	25D	3YRS
2G18	Fund Reconciliation Summary	25D	6YRS
* 2G19	Monthly Check Register	25D	3YRS
2G20	Report Cat Expense Summary	25D	6YRS
2G21	Report Cat Revenue Summary	25D	6YRS
2G22	Report Cat Trans Detail	25D	6YRS
2G23	Pending Transaction Suspense	25D	3YRS
2G25	Project Summary	25D	3YRS
2G26	Unclassified Deposit	25D	3YRS
2G27	Project Transaction Detail	25D	3YRS
* 2G28	Projects by Agency	25D	3YRS
* 2G29	Fund Transfers w/o Warrants	25D	3YRS
* 2G30	Fund Transfers with Warrants	25D	3YRS
* 2G31	Treasurer Special Rev Report	25D	3YRS
* 2G32	Organ Structure Consist Report	25D	3YRS
* 2G33	La Organizational Structure	25D	3YRS
* 2G34	Non Payable Projects	25D	3YRS
2G36	Detail Transaction Register	25D	3YRS
2G37	Receipts & Expenditures by Cash Account	25D	3YRS
* 2G38	Rec & Expend for Funds 051, 055, 075	25D	3YRS
* 2G39	Deposit Summary Report	25D	3YRS
2G40	MOF Appropriation Report	25D	3YRS
2G41	Cash Disbursement Register	25D	3YRS
2G42	Federal Aid Expenditure Report	25D	6YRS
2G43	Federal Aid Revenue Report	25D	6YRS
2G44	Agency Encumbrance by Approp/Organization	25D	3YRS
2G45	Organization Exception	25D	3YRS
2G46	Monthly Electronic Funds Register	25D	3YRS
* 2G47	Activity - Subprogram Report	25D	3YRS
2G48	Statewide Activity Report	25D	3YRS
2G49	Agency Activity Report	25D	3YRS
2G50	Monthly Ledger Review	25D	3YRS
* 2G51	Activity Report by Department	25D	3YRS
2G52	AFS Backup Withholding	25D	3YRS
* 2G53	Organization Error Report	25D	3YRS
* 2G54	Appropriation Bud. Recon/Agency	25D	3YRS
2G57	Summary Appropriation Report	25D	6YRS
* 2G60	2G37/2G06 Fund Reconciliation	25D	3YRS

QUARTERLY REPORTS:

Report	Title	Ret.	Arch
3G01	Quarterly Progress Report	25D	3YRS
3G02	Qrtly Progress Rpt/Open/Pend/Fin/Unfund	25D	3YRS
3G03	Qrtly Progress Rpt/Ended/Closed Projects	25D	3YRS

ANNUAL REPORTS:

Report	Title	Ret.	Arch
* 1099	1099 Vendor Control Rprt	30D	6YRS
* 4C00	Count Transactions by Agency	30D	6YRS
4G01	Form 1099 Turnaround	30D	6YRS
4G02	Adjusting Transactions by Vendor	30D	6YRS
4G03	Payments on/Before 6/30	30D	6YRS
* 4G04	ISIS PO's not Liquidated	30D	3YRS
* 4G05	Encumbrances Status	30D	3YRS
* 4G06	Rev by Agency with Cap Out - CY	30D	6YRS
* 4G07	Rev by Fund with Cap Out - CY	30D	6YRS
* 4G08	Rev by Fund with Cap Out - PY	30D	6YRS
* 4G09	Rev by Agency with Cap Out - PY	30D	6YRS

ANNUAL REPORTS:

Report	Title	Ret.	Arch
* 4G10	Rev Source Code by Agency	6M	6YRS
4G13	Liquidation A/P & Credit Memo	6M	6YRS
* 4G14	Liquidation A/P & CM Errors	6M	6YRS
* 4G15	PY Encumbrances Status Report	6M	6YRS
* 4G16	PY Revenue & Expenditures Adjustments	6M	6YRS
* 4G17	Rev by Fund - PY - Accounting Period 13	6M	6YRS
* 4G18	Rev by Agency - PY - Accounting Period 13	6M	6YRS
* 4G19	Warrant Activity by Fund	6M	6YRS
* 4G20	Warrant Activity by Agency	6M	6YRS
* 4G24	Rev by Agency - CY - Acctg Periods 1-12	6M	6YRS
* 4G25	Rev by Fund - CY - Acctg Periods 1-12	6M	6YRS
4G31	Schedule 1	6M	6YRS
4G32	Schedule 3	6M	6YRS
4G33	Schedule 4	6M	6YRS
4G34	Statement A	6M	6YRS
4G35	Statement B	6M	6YRS

ON-REQUESTS REPORTS:

Report	Title	Ret.	Arch
* 5G00	Project Funding/Non Payable	6D	6MOS
5G01	Project Funding/Revenue Sum	6D	6MOS
5G02	Security Log Report	6D	6MOS
5G03	Approval Log Report	6D	6MOS
5G04	Override Log Report	20D	6MOS
5G05	Approval Exception	20D	6MOS
5G06	User-id By Agency	20D	6MOS
* 5G07	User-id by Security Group	20D	6MOS
5G08	Fort/Form by Security Group	20D	6MOS
* 5G09	User-id by Appl Group	6D	6MOS
* 5G10	Security Log by User-id	6D	6MOS
* 5G11	Security Log/Error Code	6D	6MOS
5G12	Whom Table Security	20D	6MOS
* 5G13	Cash in Bonds/Appropriation	6D	6MOS
* 5G14	Cash in Bonds/Series	6D	6MOS
5G15	Organization by Appropriation	6D	6MOS
5G16	La Organization Respon Struct	6D	6MOS
5G17	Program Responsibility Struct	6D	6MOS
5G18	Fund Structure	6D	6MOS
5G19	Appropriation Structure	6D	6MOS
5G20	Vendor Table by Vendor Code	6D	6MOS
* 5G22	Prior Year Payables Adjust	6D	6MOS
* 5G23	Interbank Transfers	6D	6MOS
* 5G24	Non ISIS Warrants Drawn by Agcy Report	6D	6MOS
* 5G25	PY Classification of Deposits on File	6D	6MOS
* 5G26	Debit Cash Entries By Document # by Agcy	6D	6MOS
* 5G27	Income Not Available by Agency	6M	6MOS
5G31	Project Purge Report	6D	6MOS
* 5G32	CY Budget by Agency	6M	6MOS
* 5G33	CY Budget by Fund	6M	6MOS
* 5G34	Fund Structure by Cash Account	6D	6MOS
* 5G35	07/01 to 08/14 Encumbrances Detail Except	6D	6MOS
5G36	Detail Trail Balance/Acct Dis	30D	3YRS
5G37	Bud Activity/Account Balance	30D	3YRS
5G38	Summary Trial Balance/Accounting Dist	30D	3YRS
5G39	Summary Trial Balance By Fund	30D	3YRS
* 5G41	Warrant Reconciliation Error Report	6D	6MOS
5G43	UPS1 155 Conversion	12D	4YRS
5G44	La Report Distribution by Agcy	6D	6MOS
5G45	LRDT Error Report	6D	6MOS
5G46	BUNDL Mail code Access	6D	6MOS
5G47	Agency Address Report	6D	6MOS
5G50	LDOL Sch of Act Dir Indir Exp by Sub-Obj	30D	6YRS
5G51	LDOL Sch of Act Dir & Indir Exp by Grant	30D	6YRS
5G52	LDOL Sch of Act Dir & Indir Exp by Obj Cat	30D	6YRS
5G53	Indirect Cost Proposal	30D	6YRS
* 5G54	Organization Error Report	25D	3YRS
5G55	PCARD Statement Billing File Validation	30D	3YRS
5G56	Purchase Card Agency Exception Report	30D	3YRS
5G57	Purchase Card Reconciliation Error Report	30D	3YRS
5G58	Sch of Actual Exp by Obj Cat/SO 02,03,04,05	30D	6YRS
* 5G59	Rpt of Differences Between ABA2 & Fed File	25D	3YRS

* Reports for Control Agencies Only

Retention: D = Day, C = Cycle, Y = Years,
Mos = Months

AGPS Reports

DAILY REPORTS:

Report	Title	Ret.	Arch.
BK35	Contract Usage Report	6D	30D
* BO43A	Batch Encumbrances	6D	30D
BO5U	Automatic Award of Low Vendor	6D	30D
* BO5Y	Award Exception Report	6D	30D
BR1A	Bid Abstract	6D	30D
* BR4A	Buyer Workload Report	6D	30D
BS1A	Bid Opening Schedule by Date	6D	30D
BS2A	Partial Award Report	6D	30D
BS9A	Procurement Lead Time Schedule	6D	30D

WEEKLY REPORTS:

Report	Title	Ret.	Arch.
BO20A	Aged Invoice Report	30D	45D
BO21A	Aged Payments Report	30D	45D
BO25A	Aged Receipt Report	30D	45D
P01A	Moveable Property Report	30D	45D

MONTHLY REPORTS:

Report	Title	Ret.	Arch.
BA0A	Alph. Listing of State Agencies	45D	90D
BA0B	Numeric by Agency Num. Lstng.	45D	90D
BA25Y	Pmnt. Segregation of Duties Viol.	45D	730D
** BB7A	AGPS Security Report	45D	90D
** BB7B	AGPS Disabled Report	45D	90D
* BC2A	Comm. Alpha. Master List	45D	90D
* BC2B	Comm. Numeric Master List	45D	90D
BC3A	List Vnd. Comm Class/Sub-Class	45D	90D
BG06	System User ID List	45D	90D
BG07	User ID by Security Group	45D	90D
BG08	Security Report Form/Fort	45D	90D
* BK7A	Contracts with T-Numbers	45D	90D
BO1A	Contr. Release Order Activity Rpt.	45D	90D
BO23A	DPA Summary by REQ Agency	45D	90D
BO24A	DPA Summary by Document	45D	90D
BR12A	Reqs. & Releases by Agency	45D	90D
BR2A	Requisitions for Agency	45D	90D
* BT0A	Text Master – Ref. Number Lstng.	45D	90D
* BT0B	Text Mstr. – Alpha by Text Title	45D	90D
* BV0A	Vendor Master – Alpha. Listing	45D	90D
* BV0B	Vendor Master – Num. Listing	45D	90D
* BV0C	Inactive Vendor Report	45D	90D

ON REQUEST REPORTS:

Report	Title	Ret.	Arch.
BK0A	Contrs. due to Expire w/o Reproc.	6D	30D
BK44A	Consortium Notice of Award	6D	30D
BO17A	Agency Recurring Order Report	6D	30D
BO22A	DPA Summary by Commodity	6D	30D

* Indicates AGPS Reports distributed to the ISPAGPS Global Mailcode.

** Indicates Security AGPS Reports distributed to the ISPAGPSSEC Mailcode.

CFMS Reports

DAILY REPORTS:

Report	Title	Ret.	Arch.
BK15A	Late Performance Eval. Notice	6D	30D
BK15B	CF Late Performance Eval. Rpt.	6D	30D
BK15C	Performance Eval. Not Rec.	6D	30D
BK23A	Periodic Payment Exception Report	6D	30D

MONTHLY REPORTS:

Report	Title	Ret.	Arch.
BK8A	Contract Balance Report	45D	90D
BK8B	Agency Outstanding Advances	45D	90D
BK8D	Def. Compensation Vendor Rpt.	45D	90D
BK8E	Agency Contract Status Report	45D	90D
BK8G	Contract Acctng. History Rpt.	45D	90D
BK8H	Contracts File Listing	45D	90D
BK8I	Cntrs. & Amds. over 24,999	45D	90D
BK8J	Contracts > 24,999 by Vendor	45D	90D
BK8K	File Lstng./Cntrs. & Amds Aprv.	45D	90D
BK8M	Agency Retainage Balance Rpt.	45D	90D
BK50X	CFMS Segregation of Duties Viol.	45D	730D

QUARTERLY REPORTS:

Report	Title	Ret.	Arch.
BK8F	Agency Contracts up to 20,000	100D	200D
BK8L	Agency Contracts up to 20,000	100D	200D

* Indicates CFMS Reports distributed to the ISCCFMS Global Mailcode.

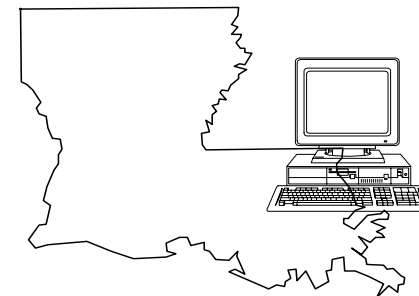
Special Processing Reports (ROLLOVER)

Report	Title	Ret.	Arch.
* BK28A	Rollover Reconciliation Report	150D	210D
* BK28C	New Year Error Rpt. (Rollover)	150D	210D
* BK28D	Failed AGPS Encumbrances	150D	210D
* BK28Y	AGPS Document Rollover	150D	210D
* BK28Z	Document Error Report OAMR	150D	210D
* BK29A	Rollover Candidate Report	150D	210D
* BK33A	Rollover Discrepancy Report	150D	210D
* BK34A	Rollover Acct. Validation for FY	150D	210D
* BK47A	CFMS New Year Error	150D	210D
* BK47B	Base Contract Amount	150D	210D
* BK47Y	CFMS Document Rollover	150D	210D

* Indicates AGPS/CFMS Rollover Reports distributed to the ISPAGPS and ISCCFMS Global Mailcodes.



Division of Administration
Office of Information Services
P. O. Box 94095
Baton Rouge, LA 70804-9095
Revised: 10/04



ISIS

State of Louisiana
Report Distribution System

CONTROL AGENCY BUNDL SYSTEM REPORTS QUICK REFERENCE

Internet Address:

<http://www.doa.louisiana.gov/ois>

Help Line: 225/342-ANSR (2677)

DOA/OIS User Services: 225/342-4730

(To reset the password for your userid because it was either revoked or you forgot it)

BUNDL Sign On

1. Type **CI** at the DOA Logon Screen. Press ENTER. The CICS Signon Screen will be displayed.
2. Type VIEW for the TASK ID, Type your ISIS USER ID and Password and press ENTER.
3. The BUNDL Main Menu will be displayed.

BUNDL Sign Off

1. Press F3 or type END in the Command field and press ENTER until you are returned to the BUNDL MAIN MENU screen.
2. Type an X and press ENTER.
3. Clear the screen, type BYE and press ENTER or type ISIS and press ENTER to toggle back to ISIS.